

**ILLINOIS DEPARTMENT OF PUBLIC AID
REQUEST FOR ACCESS TO HEALTH INFORMATION**

- You have the right to have access to your personal health information that the Illinois Department of Public Aid (Agency) has. The Agency may deny you access to your personal health information if:
 - your personal health information contains psychotherapy notes or is gathered to prepare for and use in a civil, criminal or administrative proceeding; or
 - a licensed health care professional has determined that access to your personal health information is likely to endanger your safety or the safety of another person; or
 - your personal health information refers to another person.
- You may inspect your personal health information at an Agency office, **or** you may have a copy of your personal health information sent to you. The first copy each year is provided to you free of charge. Each additional copy each year will cost \$0.25 per page.
- You may have a written summary of your personal health information sent to you.

My name: Date of birth:

Recipient I.D. Number (RIN):

I request that the Agency give me access to all or part of my personal health information described below for the period of until

Description of personal health information:

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- ☐ I want to inspect my personal health information in an Agency office.
- ☐ I want to pick up a copy of my personal health information at an Agency office.
- ☐ I want the Agency to send me a copy of my personal health information. I understand that the first copy of each year is provided to me free of charge and that each additional copy each year will cost \$0.25 per page.
- ☐ I want the Agency to send me a written summary of my personal health information.

Signature: Date :

Send this Request for Access to:

Privacy Officer
Illinois Department of Public Aid
P.O. Box 19159
Springfield, IL 62794-9159

Fax: 1-312-793-2005

Contact the Illinois Department of Public Aid
Privacy Officer:

P.O. Box 19159
Springfield, IL 62794-9159

Toll-free telephone: 1-800-226-0768
(Health Benefits Hotline)

Toll-free for persons using a TTY: 1-877-204-1012

Fax: 1-312-793-2005

e-mail address: privacyofficer@mail.idpa.state.il.us